



STATE OF NEVADA
BOARD OF DISPENSING OPTICIANS

4600 Kietzke Lane, Suite B-116, Reno, NV 89502 • Telephone 775 / 688-3766 • Fax 775 / 688-3767
Email: nvbdo@govmail.state.nv.us • Website: nvbdo.nv.gov

Workplace Inspection Checklist

Beginning June 20, 2014, the board office will begin conducting random workplace inspections of ophthalmic retailers pursuant to NAC 637.123. The board's goal is to become more active in ensuring compliance with its regulations, specifically those governing the supervision of apprentices. To that end, the board will be conducting unannounced "open" inspections of retailers throughout the state. During an open inspection, a retailer will not be given advance notice of the inspection, however, the inspector will make employees aware an inspection is taking place. To ensure your license remains in good standing, please ensure your workplace is adhering to the following standards:

1. All licensed apprentices are directly supervised while performing any activity that qualifies as dispensing (NRS 637.022; NRS 637.024; NRS 637.125). An inspector may question both licensed and unlicensed persons on duty at the retailer to ensure no unlicensed dispensing is taking place.
2. A supervisor never supervises more than two apprentices at any one time (NAC 637.280(3)). An inspector may perform the following checks to ensure compliance:
 - a. Counting the total number of apprentices and opticians on duty at the retailer to ensure the number of apprentices does not exceed double the number of opticians.
 - b. Having every licensed person on duty complete a form confirming adequate supervision.
 - c. Asking to be shown a log of substitute supervision and ensuring persons named in the log are present.
3. All licensees clearly display their license certificates while on duty.

Please note, while these inspections will be "open," this notice does not preclude the board from performing "closed" inspections of ophthalmic retailers. An investigator may perform an unannounced investigation of a retailer to ensure compliance with any and all dispensing laws, including the following:

1. Dispensing is done by licensed persons only.
2. Apprentices are directly supervised by licensed opticians (in the proper ratio) while dispensing.
3. Licensees adhere to governing law regarding filling prescriptions (i.e. licensees are not filling invalid prescriptions) (refer to NAC 637.239).

To review the most current versions of the laws and regulations governing ophthalmic dispensing, please visit the following web pages:

<http://www.leg.state.nv.us/NRS/NRS-637.html> (Nevada Revised Statute, Chapter 637)

<http://www.leg.state.nv.us/NAC/NAC-637.html> (Nevada Administrative Code, Chapter 637)